

Statement of Deficiencies

5305-I: Staff Attendance

Not Met

Findings/Corrections

5305.I. The center's staff daily attendance record did not accurately reflect persons on the child care premises at any given time as evidenced by [center utilizing time clock for some employees and a sheet which director completes for other employees yet neither is complete to accurately reflect staff attendance]. The daily attendance record for staff, including the director/owner, shall include the time of arrival and departure. Staff shall document their time of departure when not on the child care premises.

5307-A.4: Transportation Permission

Not Met

Findings/Corrections

5307.A.4. [Schoolage] children's records reviewed did not all contain signed agreements between the Provider and the parent to transport children to and from school. The authorization for daily trip shall include the name of the child, type of service (i.e., to and from home, to and from school), parent's signature and date.

5311-A: Personnel Records

Not Met

Findings/Corrections

5311.A.4. Health records to include documentation of good health, signed by a physician or designee was not available for staff: [4 employees and 1 volunteer].

5311.A.5. Documentation of a satisfactory criminal record check, as required by Louisiana R.S. 15:587.1, was not available for staff as follows: [volunteer staff]. Documentation of submission [**was not**] available. Provider shall request this clearance prior to the employment of any center staff. A criminal record clearance is not transferable from one employer to another.

5311-B: Extracurricular Personnel

Not Met

Findings/Corrections

5311.B.1. The Provider did not have documentation of a satisfactory criminal record check, as required by Louisiana R.S. 15:587.1, for extracurricular personnel: [community enrichment program staff]. Documentation of submission [was not] available prior to the individual being present in the center.

Note: Individuals employed by the school system may have on file at the center, a letter from the school system administrative staff documenting that a criminal record clearance has been obtained from Louisiana State Police.

5312-A: Orientation Training

Not Met

Findings/Corrections

5312.A. Provider lacked documentation that staff, [1 staff and 1 volunteer staff], received orientation within one week of employment and prior to having sole responsibility for a group of children to include training in the following topics:

Center policies and practices including health and safety procedures;
Emergency and evacuation plan;
Supervision of children;
Discipline policy;
Job description;
Individual needs of the children enrolled;
Detecting and reporting child abuse and neglect;
Current Child Day Care Class "A" Minimum Licensing Standards;
Confidentiality of information regarding children and their families.

Orientation training did not include documentation of the 4 days supervised work with children.

Documentation shall consist of a statement/checklist in the employee record signed and dated by the employee and the Director attesting to having received such orientation training and the dates of the supervised work with children.

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5312-C: Annual Review

Not Met

Findings/Corrections

5312.C. Provider lacked documentation that staff, [2 staff], have annually reviewed the following topics:
Center policies and practices including health and safety procedures;
Emergency and evacuation plan;
Supervision of children;
Discipline policy;
Job description;
Individual needs of the children enrolled;
Detecting and reporting child abuse and neglect;
Current Child Day Care Class "A" Minimum Licensing Standards;
Confidentiality of information regarding children and their families.

5312-D: Continuing Education

Not Met

Findings/Corrections

5312.D.1. There was no documentation that paid and non-paid staff, [7 required staff], who are left alone with children, or who have supervisory or disciplinary authority over children have obtained 12 clock hours of approved training per center's anniversary year. This is in addition to the required training from the Department of Health, Pediatric First Aid and Infant/Child/Adult CPR.

** The Director/Director Designee lacked documentation that at least three (3) clock hours of the required twelve (12) clock hours of training was in administrative issues. Director/Director Designee had a total of [3] hours.

5319-A: Well Balanced and Nourishing Meals

Not Met

Findings/Corrections

5319.A. Well-balanced and nourishing meals and snacks as specified under the Child Care Food Program of the United States Department of Agriculture were not provided as [only cookies] was served for [nighttime snack]. [Another nutritional component] was needed to meet the requirements.

5323-A: Indoor Space Required

Not Met

Findings/Corrections

5323.A.2. The center did not have a minimum of 35 square feet of indoor play space per child. Provider is licensed to care for [48] children and [74] children were present.
Center exceeds capacity at the arrival of the afterschool children.

5325-G: Equipment in Good Repair

Not Met

Findings/Corrections

5325.G. The provider did not maintain play equipment and equipment necessary for the operation of the center in good repair as [evidenced by children observed during naptime on mats torn and parts of cushions missing]. Note: Provider discarded these mats during survey.

Statement of Deficiencies

5325-L: Appropriate Sleeping Arrangements

Not Met

Findings/Corrections

5325.L. There was not individual and appropriate sleeping arrangements provided for children as [evidenced by children observed on mats that were not labeled for their use.].

5325-N: Sleeping Accommodations Labeled

Not Met

Findings/Corrections

5325.N. Each child's sleeping accommodations were not assigned to him/her on a permanent basis as they were not labeled.

5327-A: Locked Harmful Substances and Equipment

Not Met

Findings/Corrections

5327.A. Prescription and over-the counter medications, poisons, cleaning supplies, harmful chemicals, equipment, tools, and any substance with a warning label stating it is harmful to or that it should be kept out of the reach of children were not locked away from children as evidenced by [as evidenced by cleaning supplies observed in office area unlocked]. Note: Director locked during survey.

5331-B: Single Safety Belt

Not Met

Findings/Corrections

5331.B. Provider did not restrain only one child in a single safety belt as [by vehicle exceeding capacity].

5331-G: Capacity of Vehicle

Not Met

Findings/Corrections

5331.G. The Provider exceeded the manufacturer's recommended capacity in the vehicle as evidenced by [19] children/ and [2] adults transported in a [15] passenger vehicle according records of field trip taken 4/1/05. ** School transportation records indicate attendance in excess of 15 passenger manufacturer's recommended capacity. Note: Drivers make more than one trip however records fail to show this distinction.

5333-F: Vehicles Visual Check

Not Met

Findings/Corrections

5333.F. The Provider's documentation of the vehicle check was incomplete and did not include the [* visual check at departure from destination of field trip and **time visual check was conducted]. Complete documentation includes the signature of the person conducting the visual check and the time the vehicle was checked for each loading and unloading of children.

5335-B: Required Staff When Transporting Child Under 5

Not Met

Findings/Corrections

5335.B. The Provider did not have the driver plus one staff in each vehicle when transporting any child under five years of age. [1] child [age 4] was transported from headstart during afterschool pick-up..

5335-D: Master Transportation List

Not Met

Findings/Corrections

5335.D. The provider did not have documentation that the driver or attendant was provided with a master transportation list that includes each child's name, pick up and drop off locations and authorized persons to whom the child may be released. **This information needs to be provided to driver or attendant on van.** Transportation is provided by [center].

Statement of Deficiencies

5335-E: Attendance Record

Not Met

Findings/Corrections

5335.E. The transportation attendance record documentation was incomplete as it did not include: [an accurate attendance of children being transported]. Center is maintaining a record inside the daycare and one on the van yet these records are not consistent with each other. provided. A complete record includes the driver's name, the date, name of all passengers(children and adults) in the vehicle, the name of the person to whom the child was released, and the time of the release.

5335-F: Visual Check of Vehicle

Not Met

Findings/Corrections

5335.F. Documentation of the visual check of the vehicle was incomplete as it did not include the [time the visual check was conducted]. Complete documentation includes signature of the person conducting the check and the time the vehicle was checked.

5339-C: NTC - Meals

Not Met

Findings/Corrections

5339.C. Snack served as reported by staff during nighttime survey did not meet nutritional standards.